

Good communication promotes good human relations

Military Equal Opportunity gives Wolf Pack tips on how to talk

By Capt. Tammy Gant
8th Fighter Wing Military Equal Opportunity chief

During the recent exercise here, I couldn't help but notice how critical good communication is for accomplishing the mission. As I responded to various scenarios, or just listened to the radio as others were responding to exercise inputs, I noticed a simple trend. When all parties involved clearly passed and received good information, the tasks were quickly and successfully completed. On the other hand, bad communication slowed resolution considerably and increased stress and workload for everyone involved.

The same is true in your daily communication with co-workers and friends. Good communication enhances understanding and human relations while poor communication impedes it.

Here are some basic guidelines for approaching a

difficult subject. If someone has done or said something that confused, upset or even angered you, talk to that person. Seek clarification. Avoid accusatory language. It's as simple as saying, "Staff sergeant so-and-so, what did you mean by that?" or "I was confused when you _____ (fill in the blank)." When the person answers, listen with both ears. Don't just wait for your turn to speak or rebut. Ask questions about what they have said, or repeat it in your own words to make sure you heard the message they were sending.

What if you're on the receiving end of the dialogue? You start by listening carefully and ensuring you hear what the person is saying. (This may be the most challenging part since you may have to lay aside your desire to defend against what feels like an assault!) When you speak, choose your words carefully. Once again, avoid accusatory language. Even if you disagree, don't disregard what the other person is

saying or feeling.

The bottomline in giving and receiving communication is to work with the other person to get complete understanding, and if possible, find a solution that respects both parties.

Like so many facets of human relations, communication cannot be learned and then perfected with a checklist that promises to always produce the same results. What worked well yesterday or in a similar situation two years ago may get you nowhere today.

Mastering good communication requires repeated practice, some setbacks and continual learning. But the results are more productive workplaces, satisfying relationships and greater understanding of your fellow humans, which is what Military Equal Opportunity is all about. If you need information or help in developing good communication skills, contact the MEO office at 782-4053.

Leave legacy of improvement for future Kunsan airmen

Manpower office offers programs that improve productivity, effectiveness

By Capt Dean Eller
8th Fighter Wing
Manpower and Organization chief

Two spoonfuls of alphabet soup come to mind when I think about making things better for future Wolf Pack members, one you're familiar with and one you may not be. They are the Unit Effectiveness Inspection (UEI) and Productivity Enhancing Capital Investment (PECI) program.

This coming year the base will be hit with a UEI. In a nutshell, that means we are graded on our every day work processes rather than our ability to fight the enemy. The inspector general will come in and grade how well you're complying with operating instructions, Air Force instructions, etc. All that paperwork that may have been less than in the forefront for the last two years will now suddenly be THE important thing on base.

As the dust settles from the Operational Readiness Inspection, get in your files, checklists, instructions, etc., and make things better. How many of us have junk in the files that could have been thrown out years ago except the tempo was so high it was just easier in those weeks between exercises to stuff one more piece of paper in the drawer or one more checklist in the notebook?

The action will slow down here in a couple weeks and the temptation might

be to sit on our haunches. But that's the perfect time to make a good checklist of your processes and get rid of the old useless checklists and files. And I'll bet anybody that the time will go faster if they are doing something constructive?

The other version of alphabet soup you might not be so familiar with is Peci. In simplest terms, it's a way for you to get a lot of money for your unit to buy equipment it might not otherwise be able to afford. If it's true time goes faster if you're doing something productive, imagine how good you'll feel if you can have Pacific Air Forces pay for it.

But there's a simple catch - whatever your unit buys with Peci money has to save your unit that much money over the next two years. Do you have to be a rocket scientist? Look at this example and see what you think:

Yokota was approved for an \$89,400 Peci project to put fluorescent light bulbs in military housing. That means PACAF gave them \$89,000 to put in fluorescent lights! They show payback (\$89,400 savings) will only take 13 and one-half months and the savings over six years will be \$475,512.

A few things wouldn't qualify. It might seem like common sense, but I think they're worth mentioning. A project would not qualify if it purchases repair parts or spares, things already funded by another budget source, or equipment the government currently leases. It

also wouldn't qualify if it establishes an in-house operation that can be acquired more readily and economically from commercial sources.

If you've been thinking, "If our work center only had that [machine or equipment], we could really save a lot of money," check out AFI 38-301 or get in contact with the manpower office at 782-4020 or 782-5535 and you could not only make things better for your replacement, but save your squadron's budget as well.

As a side note, you might be able to turn that idea into an official IDEA and get some money for yourself.

So whether you're simply working behind the scenes to make life easier for the next class, or getting out in the public eye with some big money savings, the "slack times" ahead are the perfect opportunity to make it happen. So help yourself, your squadron and those wonderful people who will soon be here to replace us.

Commander's Hotline

The commander's hotline is your direct line of communication between me and the Wolf Pack. It's one of several means of helping to resolve concerns and to get my response to comments and questions. As a general rule, I ask you to contact the agency involved first, but if you are not satisfied, call the hotline at 782-5284, e-mail the 8th Fighter Wing Public Affairs office or e-mail me directly.



Col. Philip Breedlove,
8th Fighter Wing commander

Who to call	
Base exchange.....	782-4520
Chapel.....	782-4300
Civil engineer squadron customer service.....	782-5318
Commissary manager.....	782-4144
Computer help desk.....	782-2666
Fitness center.....	782-4026
Housing office.....	782-4088
Inspector General.....	782-4850
IDEA office.....	782-4020
Law enforcement desk.....	782-4944
Legal assistance.....	782-4283
Military equal opportunity.....	782-4055
Military pay.....	782-5574
Military personnel flight customer service.....	782-5276
Medical patient advocate.....	782-4014



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